



PRESERVATION PERMIT APPLICATION-SIGNAGE

METROPOLITAN HISTORIC ZONING COMMISSION

3000 Granny White Pike, Nashville, TN 37204

615-862-7970, HistoricalCommission@nashville.gov

DEADLINE: **Complete** applications must be received a minimum of 16 days prior to the next MHZC hearing which takes place on the third Wednesday of the month. Please visit www.nashville.gov for the schedule. Incomplete applications will not be scheduled until all information has been received.

PROPERTY ADDRESS: _____

APPLICANT (All communication by phone, fax, email or mail will be with the applicant.)

Name _____

Mailing Address _____

City _____ Zip Code _____

Contact Phone _____ Email _____

☐ Owner ☐ Contractor ☐ Architect/Designer ☐ Other _____

Type of Sign: ☐ Projecting ☐ Wall ☐ Awning/Canopy ☐ Shingle ☐ Monument ☐ Skyline

Is this an alteration to an existing sign? If so, please explain project: _____

Width of building _____ **Proposed Square Feet** _____
(For projecting signs, just use one side for calculation of square footage.)

Total square footage of all existing signage to remain on the building/site: _____

Lighting? ☐ Internal ☐ Wall ☐ Neon ☐ Other **Does lighting blink, flash, chase or is sequential:** ☐ Yes ☐ No

If the sign is a projecting sign, please include the **distance of the closest projecting signs** on either side of the proposed: Left: _____ Right: _____

Materials: _____

Please include elevations from the front and side, showing the dimensions and location of signage and lighting. Drawings must be to-scale and no larger than 11 x 17.

Estimated Cost of Work _____

Code Administration's Temporary Bldg Permit # _____

(This number starts with a "T" followed by the year. It may also be obtained later.)

Mandatory Referral Permit # _____

(All requests for signs, awnings and canopies that project over the sidewalk must go through a Mandatory Referral process that begins with Public Works. The number may also be obtained later.)

SIGNATURE _____ **DATE** _____

I/We the above signed do hereby make application for a Preservation Permit following plans and proposals to be undertaken within the boundaries of an historic preservation overlay pursuant to Article IX of the Metropolitan Code.

Incomplete applications will not be scheduled for a MHZC public hearing until they are complete. Design Guidelines available online at <http://nashville.gov/Historical-Commission/Services/Preservation-Permits/Districts-and-Design-Guidelines.aspx>.

Projecting signs may also need an encroachment approval from Metro Council. Applications may be scanned and emailed to HistoricalCommission@nashville.gov